MFR Admin Conference

MSgt Janneau

Marine Forces Reserve
Finance Office
2000 Opelousas Ave
New Orleans, LA 70146

Military Pay

★**NAVMC 11116 Completion** – Credit and checkages on quads are not being properly annotated.

-A credit or checkage is a payday adjustment and a special payment is a special payment.

-Ensure that the correct block is checked on 11116.

Military Pay

★**Special Payment Requests** cannot be paid unless the entitlement is already reported in MCTFS.

-Do not submit a quad for Adv BAH when the member does not have BAH reported in MCTFS.

Military Pay

★**Supporting Documentation**

-must be included with special payments

i.e. Statement of Understanding
Leases
Orders, etc. (APSM)

Military Pay

★**Elapsed Time Adjustments**

-BAH Adjustments are made with the ET

-Command should not submit a 11116
***unless the ET has been reported**

Travel Claims need to be settled before 11116 is submitted.

Military Pay

★**WCS generated in 45 days if mbr has failed to submit a travel claim.**

-Mbr will receive 1 travel day and everything else charged as leave.

-PCS advances will be checked

-Member will be in a delayed checkage status

Travel claim must be submitted to correct these entries

Separations

- **NAVMC 11060 Completion** – All NAVMC 11060s must be completed. i.e. – LWAS, LSL

- **LWAS Orders** must be included with Separation package when LWAS is taken. The orders must coincide with the NAVMC 11060 information.

- **PDMRA** must be annotated or it will be charged as LWAS.

Separations

- **DD214/215** - All 11060s must include the DD214/215 control number if mbrs are entitled to Seps/Disability pay.

- **DD214/215** - All 8 copies of DD214 must accompany the 11060. If the DD215 is applicable, then all 8 copies of the DD215 and 1 copy of the DD214 must be included.

DTMS Submission Auth

- **ONLY a Commander** can sign and submit a document for pay and allowances. By Direction Authority may ONLY be granted to **commissioned officers, warrant officers, and civilian employees (GS-7s and above).**

- NOTE: Delegation of auth may not be delegated to enlisted personnel. (APSM Ch8)

- **SSgts, GySgts, MSgts, 1stSgts are**

Appropriation Data

- 2010 HQMC White Letter mandating that all funding be obligated and validated prior to any payment being made.
- Interface issue with MROWS and SABRS information is being loaded, but falling out. HQMC is working on issue.
- Fiscal Year 2007 officially closed out
- Fiscal Year 2013 waiting on budget or continuing resolution

TDY POV Advantageous?

JFTR Chapter 4 Part K:11

- **POV compared to CTO issued Travel**
- **Constructed cab from PLEAD to servicing terminal**
- **Constructed cab from TDY Site Servicing Terminal to TDY Site**
- **CTO Fee added once for round trip**
- **If POV is mission essential then reference specific reason from JFTR**

Commuting Distance

JFTR Chapter 2 Part L

- Where does the local populace commute from?
- Lists separate cities, towns, or installations that are traveled during normal workday.
- Must be established in a written directive by senior commander of installation

- CANNOT BE DEFINED BY AN ARBITRARY DISTANCE (Comp Gen 397

Annual Training

JFTR Chapter 7 Part G

- **Govt Qtrs/Mess available = No Per Diem**

- **Govt Qtrs when required to be utilized at cost are reimbursed as a surcharge**

- **PME School can be utilized to fulfill Annual Training requirement, but does not alter entitlements**

Deployed Per Diem

Travel Advisory Notice (TAN) 06-03

- **ADOS Contingency/Mobilized Reservists must have DMR/GMR reported via Unit Diary.**

- **Cannot receive deployed per diem while receiving travel per diem.**
- **Starts the date after arrival**
- **Ends the date prior to departure**
- **Finance will only adjust per diem if Marine is no longer on active duty/orders**

Travel Days

JFTR Chapter 4 Part B: U4102.G and O

- **Group Travel No Longer Exists**
- **Member's Traveling Together**
- **No Reimbursement = 3 meals were issued to traveler and no out of pocket expenses**

- **Limited Reimbursement = 1 or 2 meals provided on travel days traveler would have out of pocket expenses (must claim individual meals to be reimbursed).**

CTO Requirements

JFTR Chapter 3 Part A

- Mandatory that travelers arrange ALL arrangements via CTO
- If CTO is not available then DTMO must be contacted to be reimbursed personally arranged travel
- Prudent Traveler exercise same cost effective decisions as if arranging personal travel.
- GSA City Pairs for all flights

GTCC Use and Split Pay

DODFMR Volume 9 Chapter 3

- Orders are required to identify traveler as GTCC Holder/Frequent Traveler
- GTCC Holder mandated to utilize GTCC for all official travel.
- Finance will mandatory split Lodging, Airfare, Transportation Costs
- Only CO/Higher can exempt traveler from required use. Must reference paragraph 030605

Airport Parking

JFTR Chapter 4 Part K U4925.B

- **Limited to Round Trip Taxicab (Finance conducted national average)**

- **Only exception is if Original TDY is extended beyond original dates. MROWS orders will show dates changed after travel was executed.**

15 miles to/from AP = $72.46 RT Taxi

Foreign Currency Charges

DODFMR Volume 9 Chapter 8

- **Traveler is required to provide conversion rate for foreign purchase to US Dollars**

  1 USD = 0.79123 EUR

- **Finance will accept GTCC Statement; however, traveler writing on receipt helps expedite settling process**

Receipts

Travel Advisory Notice (TAN) 08-11

- Receipts must show proof of payment or zero balance. Cannot be estimated costs or expressed check-out
- Lodging Receipts must be itemized
- Rental Car will not be pro-rated by months
- Lost receipt statement must include all the same information as actual receipts.

Inactive Duty Travel HTC and Alternate Sites

JFTR Chapter 7 Part G U7152 and U7160

- **Alternate site travel is limited from assigned HTC/RTC to TDY and return. Ravanel will issue ticket without doing cost comparison**
- **Mission Critical Personnel are required to have signed letter from MSC G-1. Required for payment on or after 09.01.12 (DTS)**

DTMS - Travel Definitions

- **Forward to Disbursing Travel – Awaiting travel certifier to screen claim and forward for processing**
- **Assigned to Preparer – Traveler's Information is being downloaded from MCTFS to IATS (Travel System)**
- **Ready to Package – Claim is being blocked in IATS**
- **Document Created: Claim is now packaged in DTMS**

**** From this point you will follow the "travel package" vice the traveler ****

- **Forward for Review – Claim awaiting clerk to grab package**

DTMS - Travel Definitions

- **Claim is Locked By – Travel Clerk is processing claim**
- **Forward for Certification – Claim has been worked up and awaiting audit and assigned to Productions SNCOIC for Audit**
- **Awaiting Travel Certifier Action – Block is being audited**
- **Rejected to Reviewer – Clerk did not compute entitlements correctly and auditor has returned for corrections**

**** This process may happen several times until comps are correct****

DTMS - Travel Definitions

- **Forward for Payment – Claim is awaiting next business run**

  **** Business run is normally conducted at 1315 Daily ****

- **Awaiting Travel Payment Processing – Claim has been processed by Fiscal and Uploaded to Camp Pendleton**
- **DOV/EDA Processing Executed – Claim has been paid and being uploaded to EDA**
- **Document Closed – Claim is confirmed as resident in EDA**

Contact Information

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QUESTIONS?